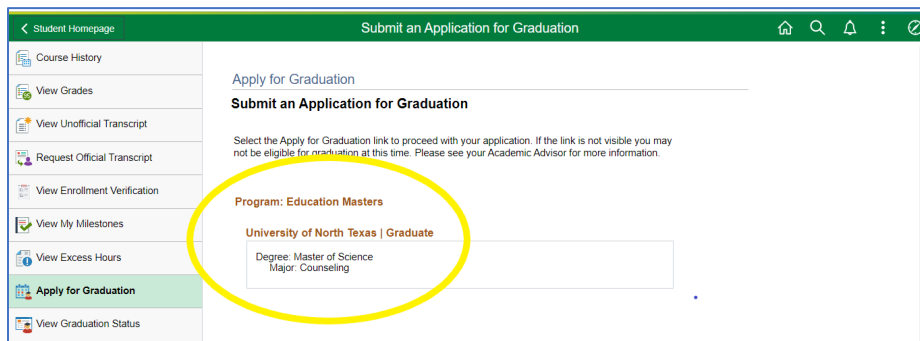
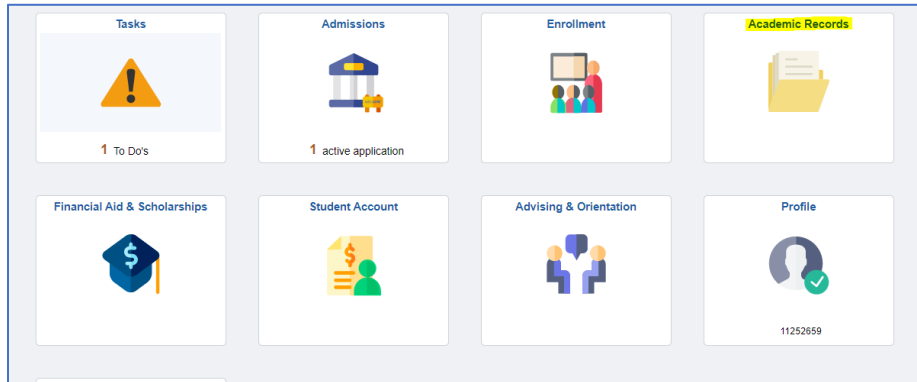


# Applying for Degree Conferral (Graduation)

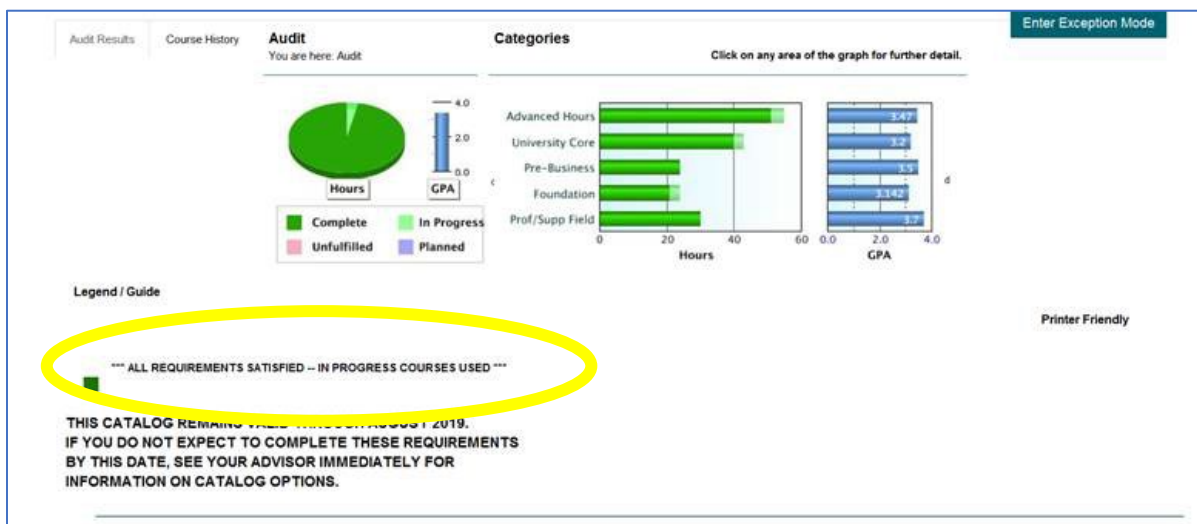
## When to Apply for Conferral

Read through these **self-check steps** to ensure you are ready to apply for degree conferral:

- Login to myUNT. Choose the Academic Records icon. Choose Apply for Graduation and verify that your academic program/plan information accurately reflects your major(s) / minor(s) / or certification programs.



- Check your online degree audit at [mydegreeaudit.unt.edu](http://mydegreeaudit.unt.edu)  
Are you in good academic standing with UNT (minimum 2.0 cumulative GPA)? Or will you be by the end of the semester?
- **For undergraduate students:** If your audit states “All requirements satisfied—in progress courses used” (see picture below), then you are eligible to apply for degree conferral. If it does not state “all requirements satisfied”, and you believe you are currently enrolled in all remaining requirements to complete your degree, make an appointment with your advising office.



See your college advising office before applying for degree conferral if:

- You have transfer work that is not yet included in your UNT student record.
- You are enrolled in or plan to enroll in classes at another institution to meet your degree requirements.
- You believe you are eligible to apply for degree conferral but do not see the option available to you in myUNT portal.

## How to Apply for Conferral

1. Login to myUNT: my.unt.edu
2. Navigate to the graduation application (see images above)
  - a. On the Student Homepage, click Academic Records.
  - b. On the side navigation, click Apply for Graduation.
  - c. Click Apply for Graduation link.
  - d. NOTE: The link may be visible even if you are not eligible for degree conferral. Please see your academic advising office if you do not have access to the link, or for more information about your eligibility.
3. Confirm your degree information.
  - a. Your degree, major, minors, and certificates should be listed. If they do not match the degree you are applying to have conferred, contact your academic advising office.  
<https://vpaa.unt.edu/advising/advising-offices>
  - b. Click Apply for Graduation on the degree for which you are applying. If you are applying for additional degrees or majors, you may return to this step after you complete step 4.
  - c. Select the appropriate term from the dropdown menu. Only terms for which we are accepting applications will be displayed.
  - d. Click continue

Apply for Graduation

### Submit an Application for Graduation

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

**Program: Liberal Arts & Social Sciences**

**University of North Texas | Undergraduate**

Degree: Bachelor of Arts  
Major: English

Apply for Graduation

Apply for Graduation

### Select Graduation Term

The academic program listed here was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

**Program: Liberal Arts & Social Sciences**

**University of North Texas | Undergraduate**

Degree: Bachelor of Arts  
Major: English

Expected Graduation Term: select term ...

2019 Fall

select term ...

Select Different Program

Continue

4. Submit your application.
  - a. Verify that your degree and term are correct. If changes to degree or term are required, click Select Different Program or Select Different Term to return to the previous step.
  - b. Click submit Application
  - c. You have now successfully applied for graduation!

**Apply for Graduation**

**Verify Graduation Data**

**Program: Liberal Arts & Social Sciences**

**University of North Texas | Undergraduate**

Degree: Bachelor of Arts  
Major: English

Expected Graduation Term 2019 Fall

**Graduation Instructions**

Application for graduation is now online. Please contact your advising office if you have any questions about your eligibility to graduate. Contact the Registrar's Office at registrar@unt.edu if you have any technical problems applying.

Select Different Program      Submit Application

Select Different Term

**Designate a diploma name and mailing address:**

1. Click View Graduation Status from the side navigation.
2. On the diploma, students may abbreviate their chosen or legal first and/or middle name, but the last name must be the primary legal name. If you have completed a legal name change, please update the primary legal name on your UNT record. For further instructions and options for your Diploma Name please go to Update Your Personal Information: <https://registrar.unt.edu/transcripts-and-records/update-your-personal-information>
3. Select Mailing Address for Diploma to verify/update your address. Remember, your “mailing” address (not current or permanent), is the address that will be used to communicate important graduation/commencement updates (pre-graduation), as well as to send your diploma (6-8 weeks after graduation)\*.

**Graduation Status**

**Program: Liberal Arts & Social Sciences**

**University of North Texas | Undergraduate**

Degree: Bachelor of Arts      Status: Your application for graduation was successful.  
Major: English      Expected Graduation Term: 2019 Fall

**Student Information**

Please ensure that the name (as it should appear on the diploma) and the mailing address are correct before submitting the application.

Name for Diploma ←

Lynn Crawford

Mailing Address for Diploma ←

\*If you need only your diploma mailed to a different address, then please update your “mailing” address (not current or permanent) in myUNT during the last week of the semester so that we have the updated information in time for the diploma order to be placed.